

# Job Opportunity Bulletin

## Staff Services Manager I



**Tenure/Timebase:** Permanent Full Time  
**Office/Location:** California Commission on Teacher Credentialing  
Division of Professional Practices  
1900 Capitol Avenue  
Sacramento, CA 95814-4213  
**Salary:** \$4746 - \$5726/month  
**Final Filing Date:** June 24, 2005 or until filled  
**Contact:** Brenda Rutledge (916) 324-5953

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### Duties:

Under the general direction of the Director of the Division of Professional Practices, the Staff Services Manager I is responsible for the following:

- Plans, organizes, directs, coordinates and reviews the work of the analytical and clerical staff.
- Monitors staff and production to ensure the statutory requirements and Commission goals are met.
- Formulates and implements procedures, policies and program alternatives and makes recommendations on divisional issues and problems. Interprets and evaluates current statutes and regulations and analyzes proposed statutory and regulatory changes for review.
- Insures that the training program for staff is administered. Holds and directs in-service training sessions to outline and summarize the impact of new regulations, statutes, policies and procedures.
- Reviews, analyzes and assigns special projects.
- Interviews and selects or actively participates in the interview and selection process for subordinate staff.

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**Conditions of Employment:** Fingerprint Clearance is required.

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### Desirable Qualifications:

- Strong written and oral communication skills
- Ability to work cooperatively and effectively with others
- Ability to handle stressful or sensitive issues with tact and diplomacy
- Demonstrated sense of responsibility for the job and good attendance
- Supervision experience
- Knowledge of California Penal Code & California Criminal Justice system
- Able to maintain strict confidentiality
- Good attendance, punctuality, and work attitude

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### Who May Apply:

Individuals who possess the desirable qualifications listed above and who have eligibility for appointment to the above classification (e.g., transfer, list, reinstatement or T & D may be considered) may apply. The appointment is subject to the State Restriction of Appointment (SROA).

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### Important Note:

Interested applicants must submit a State Application (STD 678) to the above address, Attn: Brenda Rutledge. The applications will be screened and only the most qualified applicants will be invited for an interview.

*The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.*